

RFTOP# 115 TITLE: Charleston Meeting NEI

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

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B. PROPOSED PERIOD OF PERFORMANCE: February 1, 2003 - September 30, 2004

C. PRICING METHOD: CPFF

D. PROPOSAL INSTRUCTIONS: Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

E. RESPONSE DUE DATE: 7 days from receipt of RFTOP.

F. TASK DESCRIPTION:

LOGISTICAL SUPPORT FOR THE NATIONAL EYE INSTITUTE’S SEVENTH NATIONAL EYE HEALTH EDUCATION CONFERENCE

Background

Historically, the National Eye Health Education Program, supported by the National Eye Institute (NEI), has worked to educate our citizens about the importance of eye health. NEI is committed to achieving the eye health objectives set in Healthy People 2010. A conference is scheduled for February 28 to March 3, 2004, in Charleston, South Carolina. The goal of the meeting is to strengthen our eye health programs for the future. The next 5 to 10 years will be challenging as we move to support our investment in Healthy People 2010 and place vision in a prominent position on our Nation’s public health agenda.

Statement of Work

The purpose of this task is to provide logistical support and management for the Seventh National Eye Health Education Conference. The meeting will be 2 _ days for 100 attendees. The following is a description of the tasks the contractor will perform in support of this conference.

1. **Coordinate with conference site.** NEI has already selected a conference site. The contractor will coordinate the arrangements with the conference facility for the events of the meeting.
2. **Plan and manage breaks, meals, and receptions.** In consultation with the NEI task initiator, the contractor will plan and manage one reception, one dinner, three breakfasts and lunches, and coffee breaks to be held in connection with the conference. Conference participants, as part of a registration fee, will pay for all meals. The contractor will recommend the amount of the registration fee based on conference expenses.

3. **Prepare invitational letters and packets.** The contractor will prepare and distribute letters of invitation and any attachments, such as agendas and registration materials. The contractor will research, as requested, proper titles, affiliations, and addresses.
4. **Provide graphic artist.** The contractor will provide a graphic artist to create a logo that will be used on all conference products.
5. **Create conference registration website and manage registration.** The contractor will provide an informational and registration website, which will track conference attendees and accept registration fees. The contractor will manage all preregistration information, including receiving inquiries, dissemination information packets, and accepting registration fees. The contractor's database will track all pertinent registrant information on attendees.
6. **Arrange lodging and transportation.** The contractor will arrange lodging and transportation for approximately 57 supported participants, so designated by the task initiator, including ground transportation between transport terminals and the conference site.
7. **Provide out-of-pocket expense reimbursement.** The contractor will provide all travel and per diem reimbursements for up to 57 sponsored participants as allowed by the Government travel regulations. Invoices for such expenses will be reviewed and approved by the NEI task initiator before approval by the contractor conference manager and subsequent payment to the participants.
8. **Prepare premeeting materials.** The contractor will prepare, reproduce, and distribute to all attendees by mail prior to the conference, and/or at the conference, all necessary advance materials, including itineraries, appropriate travel guide materials, and background materials.
9. **Provide conference facilitator/manager.** The contractor's task leader/conference manager, will assist the NEI task initiator prior to and during the conference, and recommend sufficient staff for conference functions such as conference planning, clerical support, messenger service, registration, information desk, audiovisual equipment, recording, transcription, and other conference support as needed. The contractor will provide one additional staff person for onsite support, as well as an audiovisual technician during the meeting.
10. **Provide audiovisual equipment and support and meeting supplies.** The contractor will work with the conference facility to provide necessary amplification systems, blackboards and chalk, pointers, projectors, video equipment, screens, easels, and recording equipment as needed. The contractor will also provide meeting supplies such as name badges, signage, tent cards, and other identifiers, note pads and pencils, etc.
11. **Prepare postconference materials.** The contractor will prepare, reproduce, and distribute postconference materials to attendees as required.
12. **Prepare evaluation form.** The contractor will design, distribute, and collect a conference evaluation form to identify future requirements and/or improvements regarding the agenda and logistical arrangements for the conference. The contractor will tabulate results prepare a final meeting report for submission to the NEI task initiator.
13. **Submit monthly progress reports.** The contractor conference manager will prepare and submit monthly progress reports on the conference activities to the NEI task initiator.

14. **Track task expenses and prepare monthly financial reports.** The contractor will prepare monthly invoices, showing current costs for the month as well as cumulative costs for the task with backup. The contractor's project manager also will prepare a monthly report on the task, indicating number of hours incurred, hours remaining, costs to date, and funds remaining. In addition, the contractor conference manager will maintain copies of all vendor invoices and participant reimbursement information in her meeting notebook for reference. Any items over or under budget shall be discussed with the NEI Project Officer.
15. **Prepare final report.** The contractor's project manager and conference manager will prepare a final task report within 10 days following the conference. The report will include the meeting title, dates, place, description of the meeting substance, copies of the program materials, list of speakers and registered participants, and a description of all services provided as well as problems experienced.

Specific task deliverables:

- Work plan and schedule
- Logistical arrangements, i.e., audiovisual equipment, food functions, lodging and travel arrangements for specified invitees.
- Provision and processing of lodging and per diem expenses.
- Onsite logistical support, including registration packets, conference management, audiovisual support, and transcription.
- Preparation and assembly of preregistration, conference, and postconference materials, agendas, name badges, registration packets, and others.
- Monthly progress reports, monthly financial reports, and a final report.

H. EVALUATION FACTORS

- **RELATED EXPERIENCE:** Contractor must show directly related experience with the National Eye Health Education Program, its Partnership, and NEI.
- **STAFFING:** Qualifications of personnel and their ability to perform the work will be evaluated.
- **COST:** While price is not the most important evaluation factor, proposed prices will be considered when selecting the firm that represents the best value to the Government.